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29/5/6

MEMORANDUM FOR: Deputy Director, Support
SUBJECT: Printing Services Division

1. It has been brought to my attention that there has been a considerable increase in the demands on the services of the Printing Services Division, Office of Logistics, emanating from the Clandestine Services and in particular from the SR Division. This increased workload, primarily involving intelligence of the highest priority, has severely taxed the facilities and personnel of PSD, and there has been some delay in the dissemination of this intelligence to the USIB agencies. Therefore, in view of the importance of the role of PSD in the timely reproduction of intelligence, I feel that it is desirable to apprise you of our past ad hoc attempts to cope with this problem, and of our anticipated future requirements for such services.

2. During the past six months, PSD has printed a total of 213,085 pages in special jobs for SR Division alone; the majority of this work involved the reproduction of high-priority original Soviet documents. The condition of the original documents and the operational circumstances of photography required hand processing. To facilitate the dissemination of this intelligence, SR Division relieved four employees (three GS-4s and one GS-12) of their normal responsibilities in order that they could perform services which are normally the function of PSD. These employees worked 248 hours and 120 hours, respectively, on this processing. In addition, a total of \$1,170.16 was paid in overtime to other SR Division personnel to help with the job and \$1,877.64 of SR funds were paid PSD personnel engaged in the same activity.

3. Furthermore, because PSD was not able to absorb the reproduction workload of a voluminous and high priority SR project, that division had to assign two GS-4 clerks to work full-time for eighteen months, using PSD equipment, to process some 500,000 pages of intelligence. In spite of the above-mentioned outlays of finances and personnel, the needs of the intelligence community have not always been met as well as they should have been in terms of their receiving high quality material on a timely basis.

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4. Currently, various Clandestine Services operations are targeted against the acquisition of Soviet documentary information of the highest priority. If these operations should materialize, we would place an additional workload on PSD of approximately 950,000 pages, which would be submitted in increments during the first half of the next fiscal year. We should have 24-hour service from PSD on each of these submissions. In addition to this possible workload, it is probable that during the next six months PSD will be faced with the task of duplicating 240,000 pages of top priority intelligence for dissemination to various foreign intelligence services.

5. I know you share the Director's concern regarding the handling of intelligence information and believe as I do that our organization must develop the capability to handle the more mechanical aspects of intelligence processing in an expeditious manner without any sacrifice in quality. Therefore, I am looking toward the time when our requirements for 24-hour processing of priority intelligence and one-week processing for more routine intelligence can be met by PSD. This situation has been the subject of recent discussions between SR Division and PSD during which it was PSD's initial reaction that they would have to increase their personnel strength and spend an additional \$100,000 to \$150,000 for new equipment to meet our qualitative requirements and the estimated additional workload for the forthcoming fiscal year.

6. Your personal attention to this mutual problem will be greatly appreciated.

FOR THE DEPUTY DIRECTOR (PLANS):

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[REDACTED]
Assistant Deputy Director (Plans)

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